

Plaintiff(s) (Name and Address):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Motion to Reopen  
Small Claims Judgment  
and Order**

-vs-

Defendant(s) (Name and Address):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Case No. \_\_\_\_\_

1. I am the: ☐ plaintiff and my case was dismissed because of my failure to appear for a court proceeding.  
☐ defendant and default judgment was entered against me.

2. This matter should be reopened because:

☐ judgment was entered against me or my case was dismissed because of my failure to appear for a scheduled court proceeding. My failure was the result of: *(Check all that apply.)*

☐ a mistake. ☐ inadvertence. ☐ excusable neglect.

The circumstances that justify my belief that my failure to appear should be excused by the court are:

\_\_\_\_\_  
 \_\_\_\_\_

If the case were reopened I would prevail because: \_\_\_\_\_

[Motions for failure to appear must be brought within six months of entry of judgment.]

☐ venue (the county where the case should be heard) for this matter was improper under §799.11, Wisconsin Statutes, because: \_\_\_\_\_

[Venue motions must be brought within one year of entry of judgment.]

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Name Printed or Typed

**THE COURT ORDERS THAT:**

- ☐ Motion denied for failure to: ☐ meet statutory requirements.  
☐ establish mistake, inadvertence, or excusable neglect.  
☐ demonstrate reasonable prospect of success on the merits.

☐ A hearing on the motion shall be held on \_\_\_\_\_ at \_\_\_\_\_,  
Date Time

in Courtroom \_\_\_\_\_, Courthouse, \_\_\_\_\_.  
Location

**If you need help in this matter because of a disability, please call:**

**BY THE COURT:**

\_\_\_\_\_  
 Circuit Court Judge

\_\_\_\_\_  
 Name Printed or Typed

\_\_\_\_\_  
 Date

Distribution:

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